

# Position Description

<b>Title</b>	Case Manager – Home Based Care
<b>Business unit</b>	Child, Youth & Family Preservation, Eastern Melbourne
<b>Location</b>	321 Ferntree Gully Road, Mount Waverley 3149
<b>Employment type</b>	Part time (45.6 hours per fortnight)   Maximum term until 4 July 2022 (parental leave replacement)
<b>Reports to</b>	Team Leader – Home Based Care

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Case Manager is responsible for providing support to children and young people aged 0-18 years and their families in a Foster Care arrangement. The client group consists of both statutory Child Protection client and voluntary clients.

### 2. Scope

**Budget:** nil

**People:** nil

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### 3. Relationships

#### Internal

- Child, Youth and Family staff
- Uniting staff and volunteers

#### External

- Clients
  - Carers
  - Families
  - Advocates
  - Government funding bodies
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### 4. Key responsibility areas

#### Service delivery

- Provide support and case management services to children and young people in an effort to achieve the desired outcomes in the context of their individual needs/case plans
- Support the development and implementation of case plans, including statutory case plans as required
- Provide support and supervision to volunteer carers to ensure the provision of quality placements
- Contribute to the recruitment and training of potential volunteer carers
- Facilitate referrals to access appropriate support services where required
- Build and maintain effective working relationships with key stakeholders
- Facilitate regular care team meetings and ensure the child and/or young person's needs and views are well represented in these forums.
- Support young people to develop exit plans, leaving care plans, and to access housing and community support options as required
- Deliver case management services that meet all relevant performance and outcome indicators.
- Attend internal and external meetings and forums
- Other duties as required

#### Communication

- Maintain comprehensive professional case notes, reports, client files and records, including data collection according to program and statutory requirements, ensuring timelines for completion are adequately met

#### Relationships

- Develop and maintain effective working relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government agencies

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources

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- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
  - Actively participate in initiatives to maintain, build upon and promote a positive a collaborative workplace
  - Identify opportunities to integrate and work collaboratively across teams.
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
  - Promote a positive safety culture by contributing to health and safety consultation and communication
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
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## 5. Performance indicators

- Abide by and work to Uniting policies and procedures
  - Abide by and work to the Children, Youth and Families Act 2005
  - Keep the best interests of children and young people as paramount
  - Work in partnership with other organisations
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## 6. Person specification

### Qualifications and requirements

- Desirable: Bachelor of Social Work, Psychology, Behavioral Science or related discipline
- Essential: (Minimum) Diploma of Community Welfare Work or related discipline
- Essential: Current driver's licence

### Experience

- Desirable: Minimum of 1 years' experience in a case management role

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
  - **Achieves results:** focused on optimal outcomes for clients
  - **Culturally aware:** values diversity
  - **Team work:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
  - **Communication skills:** excellent verbal and written communication skills
  - **Client focused:** prioritises needs of clients
  - **Communication:** well developed communication and interpersonal skills
  - **Professionalism:** executes day-to-day activities in a positive, professional and enthusiastic manner
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#### **7. We are a child safe organisation**

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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